

Helen P. Itable
Baybay City, Leyte, Philippines 6521
09289233760/ +639815303924
helenitable09@gmail.com

Dear Ma'am/Sir,

Good day! I am Helen P. Itable, a graduate from Visayas State University (2022) with a Bachelor of Science in Agribusiness. I wish to submit this application letter for any vacant job position in your company/organization where I can fully utilize my knowledge and skills. As you can see in my resume, I worked as a customer service representative at Optum Global Solutions in Cebu City. As a customer service representative, we should be flexible, good at time management, and, most importantly, be able to solve issues with customers in real time. I'm hoping that the qualities I've acquired from my previous employment will be put to use and can be helpful to the human workforce. I know that I still have a long way to go, but I also believe that everything can be learned through persistence and determination. I'm willing to train and learn from your organization. Furthermore, I have learned theories from my school, and I want to apply them in the real workplace. I hope that you will take some time at your convenience to read my resume along with this application letter. If you think I meet the qualifications you need, I am very willing to come for an interview at your most convenient time.

I am so grateful, and I'm hoping for your favorable response. God bless you, and more power to you.

Sincerely,
Helen P. Itable

